



CITY OF RICHLAND SPECIAL EVENT APPLICATION

(509) 942-7529

- ☒ Street Closure Permit
- ☐ Block Party Permit
- ☐ Parade Permit
- ☐ Noise Ordinance Waiver
- ☐ RV Parking (Section 1 & 7 only)

→ Additional Event Authorization

- City of Richland Business License (for vendors)
- Banquet Permit (alcohol served), Special Occasion License (alcohol sold)
- Health Permit (dispensing food)
- State Electrical Permit (pigtail leads)
- Facility Reservation (City facilities outdoor & indoor)
- Tent & Canopy Inspection (Fire Department)

Instructions: Complete and submit this form to the Richland Community Center, 500 Amon Park Drive, Richland WA 99352 for activities a minimum of two weeks prior to the event date. Incomplete forms will delay processing of the application.

SECTION ONE – CONTACT INFORMATION – ALL APPLICANTS COMPLETE

Name of Event: Hanford Site Road Closure Today's Date: _____
Organization: Cavanagh Services Group on behalf of DOE-RL Non-Profit ID#: N/A
Name of Person in Charge: Marshall L. Myrick Day Phone: 373-_____
(Full name required – First, Middle Initial, Last)
Address: HANFORD SITE Cell Phone: 303-908-_____
City: Richland State: WA Zip: 99354
E-mail: Marshall_L_Myrick@rl.gov Fax: 509-942-_____
Alternate Authorized Contacts:
Name: Larry L. Cole Phone/Cell: 376-_____
Name: Steven S. Weiss (Scott) Phone/Cell: 373-_____

SECTION TWO – EVENT INFORMATION

Event Description: City street road closure for delivery to and from Perma-Fix NW, Inc.
Event Location: To/From 2025 Battelle Blvd and Stevens Drive
Event Date(s): June 16, 2011 through September 16, 2011
Time Requested (includes set-up and take down): From N/A to N/A
Time of event: From Approximately 1900 hours to 2200 hours (closure of approx. 15 min)
Number of People Expected: None Map Attached ☐ Yes ☐ No

SECTION THREE - EVENT DETAILS

Will merchandise be sold? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? ☐ Yes ☐ No

If yes, name of entity: _____

Will food be dispensed? ☐ Yes ☐ No

Is power needed for the event? ☐ Yes ☐ No

Will the event occur in a City facility? ☐ Yes ☐ No

Is the event open to the public? ☐ Yes ☐ No

• Events open to the public must obtain a separate special event agreement from Parks and Recreation.

Is this an event involving political or religious activities intended primarily for the communication or expression of ideas? ☐ Yes ☐ No

Is the event in partnership with the City of Richland? ☐ Yes ☐ No If yes, which City Department _____

Will the event use any additional services? If yes to one or more of these items, a map must be provided showing the locations of such items in the park. These locations are subject to approval by Parks and Recreation Staff. VEHICLES ARE NOT ALLOWED ON GRASS per RMC 9.22.070

Catering ☐ Yes ☐ No

Name of caterer: _____

Phone/Cell: _____

• Caterer is responsible for complying with all Public Health regulations.

Name of toy provider: _____

Phone/Cell: _____

• Adult supervision is required at all times during operation of inflatable toys

Name of shade provider: _____

Phone/Cell: _____

• A permit is required from the Fire Department (942-7550) for tents over 200 square feet or canopies over 400 square feet.

Portable Staging ☐ Yes ☐ No

Temporary Fencing ☐ Yes ☐ No

Other: _____

SECTION FOUR – ADDITIONAL INFORMATION FOR STREET CLOSURE OR BLOCK PARTIES

Barricades erected on: HANFORD PATROL CARS at or near Intersection of Battelle Blvd & Stevens Dr
Closure between the hours of: approx 1900 hours and 2200 hours (approx 15 min)
Purpose of closure: Movement of non-approved Department of Transportation shipments to and from
Perma-Fix NW, Inc. Map Attached ☐ Yes ☒ No

Permittee agrees to indemnify and hold the City of Richland harmless from any and all claims for loss, damage or expenses arising out of any activity under or in connection with this permit. Permittee assures the City that permission has been obtained from persons effected by the street closure and they do not object (see "Land Use" form attached). Permittee agrees to erect and maintain signs, barricades, light and/or other channelizing devices necessary to protect the public in accordance with the City of Richland's manual on traffic control.

SECTION FIVE – ADDITIONAL INFORMATION FOR PARADE PERMIT

Purpose/Name of Parade: N/A
Place of formation: _____
Expected number of units: _____ Number of floats: _____
Proposed order and route: _____

_____ Map Attached ☐ Yes ☒ No

It is acknowledged by Permittee that: 1) the flag of the United States of America shall be carried unfurled at the head of the parade; 2) a certificate of public liability insurance providing coverage to the Permittee and the City of Richland with limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate shall be filed with the Parks and Recreation office as a condition precedent to the issuance of the permit; and 3) parade floats will meet the minimum safety guidelines, available from the City of Richland Fire Department.

SECTION SIX – ADDITIONAL INFORMATION FOR NOISE ORDINANCE WAIVER (AMPLIFIED SOUND)

The Richland City Council has provided by ordinance that the Richland City Manager may issue a permit allowing a Permittee to exceed the noise level limitations of RMC 9.16.045 between the hours of N/A
end _____ on the date of _____, 20__ on the premises owned or controlled
by the _____ at the address of _____,
Richland, Washington. Permittee agrees to indemnify and hold the City of Richland harmless from any and all
claims for loss, damage or expense arising out of any activity under or in connection with this permit. The permittee
recognizes that this permit is given with the understanding that the permittee will respond responsibly and
appropriately to any complaints received regarding excessive noise, up to and including removal of music.

SECTION SEVEN - RV PARKING

The Richland City Council has provided by ordinance 11.33.050 that the Richland City Clerk may issue a permit allowing the registered owner of a camper, motor home or recreational vehicle to park on the public roadway or alley for fourteen (14) days. The registered owner shall be limited to two (2) permits within a twelve (12) month period. Each permit shall identify the vehicle for which it is issued and the time when the permit is valid. Such permit shall be conspicuously displayed in the lower right hand corner of the windshield or in a window that is easily visible from outside the camper, motor home or recreational vehicle.

Registered Owner: N/A

Street Address: _____

City, State, Zip: _____

Contact Telephone #: _____

Vehicle License #: _____ License State: _____

Type of Vehicle: _____

Address where vehicle will be parked: _____

Registered Owner's Signature: _____

The registered owner (permittee) agrees to indemnify and hold the City of Richland harmless from any and all claims for loss, damage or expense arising out of any activity under or in connection with this permit.

SECTION EIGHT - TERMS AND CONDITIONS

1. The event sponsor (Permittee) shall indemnify, hold harmless and defend the City of Richland, its officials, agents and employees from the payment of any sum or sums of money, and from claims, actions or suits including defense costs, growing out of injuries to persons, including death or property damage, caused by or resulting from the event. The permittee will provide liability insurance for the event with the City of Richland being additionally insured.
 2. Once approved by the City, this permit shall only be effective for the specific event on the listed date and time.
 3. The permittee shall maintain a good order amongst participants and spectators. If, in the sole determination of the city, the event becomes unruly, a public disturbance or there is a danger to the public, the City may immediately revoke the permit and close the event.
 4. If in the City's determination it finds that any terms or conditions of the permit are being violated, the City may revoke the permit and close the event. All costs incurred by the City due to the closing of an event shall be the responsibility of the permittee.
 5. The City reserves the right to add, delete or change conditions if the City determines it necessary to protect the general health, safety or welfare of the public.
 6. Emergency access must be maintained throughout the event area at all times.
 7. The permittee shall adhere to additional terms and conditions as determined by the City after its review of the permit.
 8. Prior to the event, signs will be posted to warn citizens of any "no parking areas" if parking is generally permitted in such area.
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SECTION EIGHT CONTINUED - TERMS AND CONDITIONS

9. If applicable, written permission is required from landowners or businesses to use their parking lots for event participants, workers, support personnel and onlookers.
10. No parking shall be allowed on unpaved lot unless prior written permission is obtained from the landowners and the area is cleared of any hazards and debris, and appropriate dust control measures are provided for the event per the Benton County Clean Air Authority requirements.
11. The permittee is responsible for costs to stage the event including but not limited to: traffic control, signs, barricades, cones, flaggers, security, set-up, clean-up, insurance, parking, dust control, and similar obligations.

STREET CLOSURES, BLOCK PARTIES AND PARADE PERMITS

12. If required, traffic control plan(s) must be submitted by the permittee and approved by the Traffic Engineer Division and Police Department a minimum of thirty (30) days prior to the event.
13. All traffic control devices and their use shall be in accordance with the latest revisions of the Manual on Uniform Traffic Control Devices as adopted by the State of Washington. The permittee shall be responsible for the proper placement, positioning, installation, maintenance and removal of all the items prior to, during, and following the event. All persons flagging will be certified and will wear required reflective vests.
14. All landowners, businesses and residents having direct or sole access to the street(s) to be closed must be notified prior to the event by the permittee and an acceptable means of access must be maintained for those requesting access during the event.
15. If determined necessary by the City, the permittee shall be responsible for providing a minimum of two (2) notices in the local paper about the event and road closure. One notice shall be provided a maximum of seven (7) days prior to the event and a second notice on the event day.

SECTION NINE - FEES AND CHARGES/REFUND

Pending

SECTION TEN - ACKNOWLEDGE RECEIPT OF RULES AND REGULATIONS

Waivers and Guarantees (Initial each item below)

MM Applicant has read the rules, regulations, terms and conditions and agrees to abide by and enforce the same.

MM Applicant agrees to all other rules, regulations, laws or statutes that apply to this event which have been or may be established by the City, County, State or Federal governments.

MM Applicant and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing such application do stipulate, contract and agree that they will jointly and severally indemnify and hold harmless the City of Richland and its officers and employees harmless against liability for any and all claims for damage to property, injury to, or death of persons arising from the issuance of the permit.

MARSHALL L. MYRICK

Name of Applicant (please print)

- Marshall L. Myrick

Signature

Shipping Ops. Manager

Title

5/20/11

Date



SECTION ELEVEN - APPROVAL / AUTHORIZATION ROUTING

☒ City Manager:

☒ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

5/31/11

APPROVED AS TO FORM:

☒ City Attorney:

☒ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

5/31/11

ALL PERMITS

☐ Police Department:

☐ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

5/31/11

☐ Fire Department:

(Exclude Noise Ordinance Waiver)

☒ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

5/31/11.
OIL T.P.

☐ Parks and Recreation Department:

☐ Approve ☐ Denied*

☐ Certificate of Commercial General Liability Insurance Received: _____

☐ Liquor Liability Insurance Received: _____

Date

Authorized Signature: _____

Date

Date: _____

May 24, 2011

RV PERMIT

☐ City Clerk:

☐ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

STREET CLOSURES, BLOCK PARTIES & PARADE PERMITS

☒ Public Works Department/Traffic Engineer:

☒ Approve ☐ Denied*

Authorized Signature: _____

Date: _____

5/31/2011

→ If denied, explanation for denial: _____

SECTION TWELVE – APPROVAL AUTHORIZATION FOR PARKING INFRINGEMENT
Special Event for Land – Business Owner

I understand the following event:

Will take place at or near my business / property and may utilize parking lot areas.

Name of Business: _____

Name: _____

Address: _____

Phone Numbers - Home: _____

Work: _____

Cell: _____

E-mail: _____

Signed: _____

Date: _____

Comments: _____
